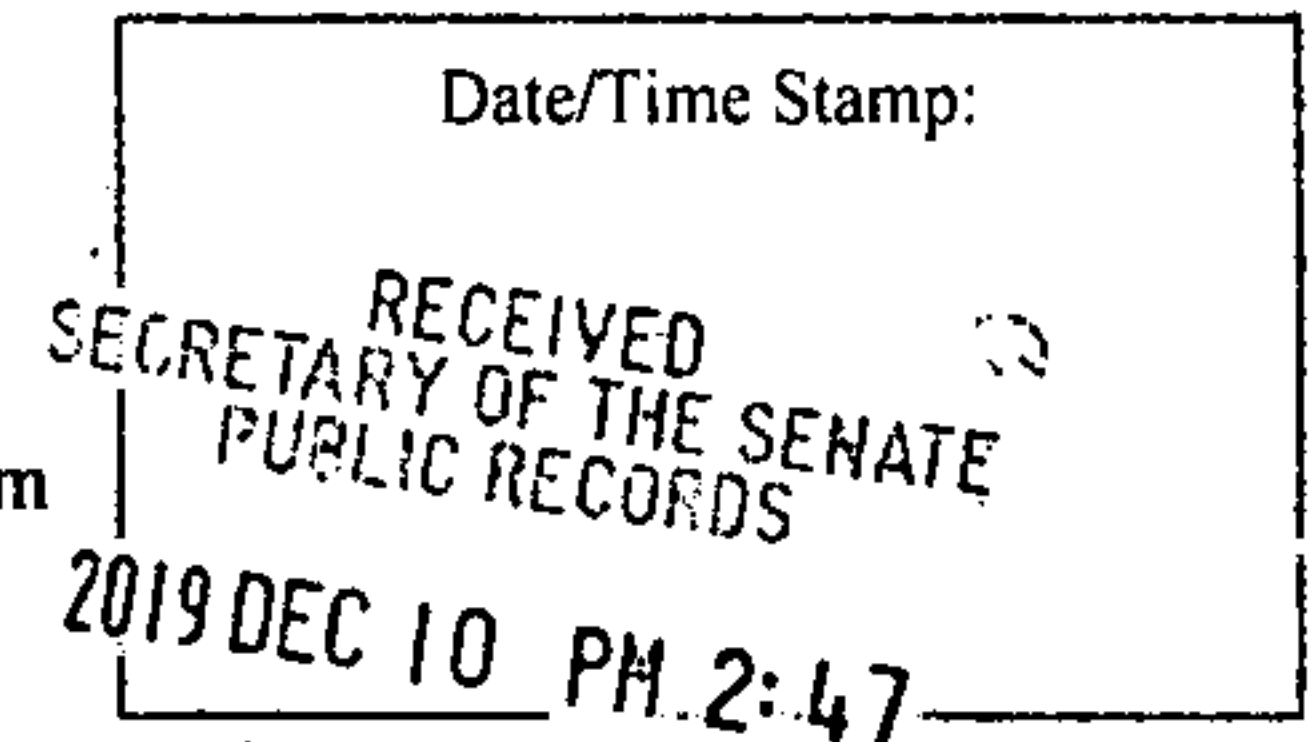


Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**



In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): November 9 & 10, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$35	\$90	\$77	\$191 for Conference Services

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached itinerary

12-10-2019 Clay Huddleston Clay Huddleston
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12-10-2019
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC OCT 31 19PM 12:17

Clay Huddleston

Name of Traveler: _____

Senate Foreign Relations Committee, Majority

Employing Office/Committee: _____

Partnership for a Secure America

Private Sponsor(s) (list all): _____

November 9-10

Travel date(s): 2019 *Note: If you plan to extend the trip for any reason you must notify the Committee.*

Airlie Conference Center, Warrenton, VA

Destination(s): _____

Explain how this trip is specifically connected to the traveler's official or representational duties:

I will be a part of a bipartisan group of Hill staffers that will participate in foreign policy and national security lectures. Additionally, as a Political Military Analyst for the Senate Foreign Relations Committee, this trip will enable me to engage on security issues with colleagues across the aisle and in theory foster dialogue that leads to a more encompassing view on policy.

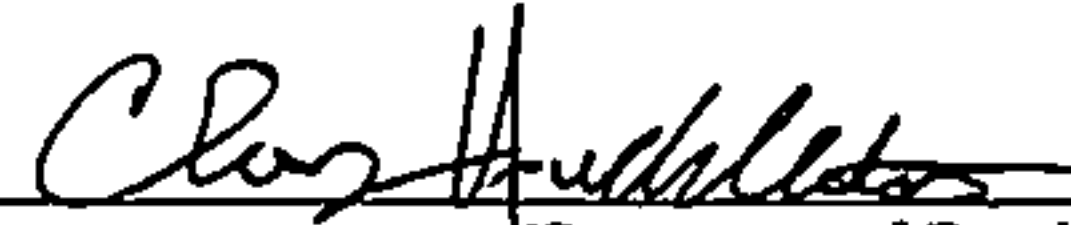
Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

10-3-2019

(Date)



(Signature of Employee)

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TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Jim Risch

Clay Huddleston

I, _____ hereby authorize _____
(Print Senator's/Officer's Name) (Print Traveler's Name)

☐ an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

10/03/19

(Date)



(Signature of Supervising Senator/Officer)

United States Senate

SELECT COMMITTEE ON ETHICS

October 30, 2019

Clay Huddleston
Committee on Foreign Relations
United States Senate
Washington, DC 20510

Dear Mr. Huddleston:

This responds to your recent correspondence concerning an invitation you received to travel to the *Congressional Partnership Program Retreat* in Warrenton, Virginia, on November 9–10, 2019, sponsored by the Partnership for a Secure America (PSA). PSA certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. PSA has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, PSA is neither a registered lobbyist or lobbying firm under the Lobbying Disclosure Act of 1995, or an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any point throughout your trip" has a specific definition. See *id.* at 2.

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PARTNERSHIP FOR A SECURE AMERICA

Dear Clay Huddleston,

On behalf of Partnership for a Secure America (PSA), it is our pleasure to inform you that you have been accepted to join the fall 2019 Congressional Partnership Program (CPP). The session will begin on **Monday, September 16th** with an evening orientation from 6:00pm to about 8:00pm. Location is TBA.

Please review the following event schedule and let us know if you have any conflicts. In order to fully benefit from the program, it is important that you participate in the majority of the activities – with mandatory attendance for the weekend retreat at Airlie Conference Center.

Note that you have to submit ethics forms to attend the retreat. Please confirm with your office to ensure this is acceptable under your travel policy. If not, please let us know.

Orientation	Monday, September 16 th 6:00pm–8:30pm
Negotiation Seminar	Monday, September 30 th & Tuesday, October 1 st 5:30pm–9:00pm <i>**Timing may be subject to change**</i>
Dinner #1	Tuesday, October 15 th 6:30–9:00pm
Dinner#2	Monday, October 28 th 6:30–9:00pm
Retreat Conference at Airlie	Saturday, November 9 th : 1:30pm Departure Sunday, November 10 th : 6:30pm Return
Dinner #3 Final	Monday, November 18 th 6:30–9:00pm

Please reply back to this email by COB Wednesday, September 4th to confirm your participation. If you have any questions, email us at cpp@psaonline.org or call 202-293-8580.

Congratulations, and we look forward to your participation in the CPP!

Sincerely,

PARTNERSHIP FOR A SECURE AMERICA

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Partnership for a Secure America
2. Description of the trip: Congressional staff weekend of foreign policy and national security lectures.
3. Dates of travel: November, 9-10, 2019
4. Place of travel: Airlie Conference Center, Warrenton, VA
5. Name and title of Senate invitees: See attached list.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR**
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

AND

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND**
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Partnership for a Secure America (PSA) is solely responsible for planning and conducting this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring

together staff from both parties to build cross-party relationships and discuss diverse perspectives on

pressing issues in the national security and foreign policy arena

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the 10th year of this such program and trip.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics. These statements are generally available to the public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$35 (Coach Bus)	\$90 (for one night)	\$77 (for two days)	\$191 conference services (for two days). This includes cost of breakout room, A/V equipment, and incidental snacks/ refreshments.

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional staff participation

18. Reason for selecting the location of the event or trip

It is close to Washington DC, while also being able to get out of the area to encourage staff to step outside their daily routines.

19. Name and location of hotel or other lodging facility:

Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accomendations in one location that is close to Washington DC for a one night trip. The lodging and conference location is all the same.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals and lodging are below the per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported round trip by coach bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

John C. Sullivan

Name and Title: John Sullivan, Congressional Relations Associate

Name of Organization: Partnership for a Secure America

Address: 1129 20th St. NW, Suite 500, Washington DC 20036

Telephone Number: 202-293-8580

Fax Number: NA

E-mail Address: sullivan@psaonline.org

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6:30 – 7:00 pm

Federal Room

Pre-Dinner Reception

Informal conversations with guest speakers

Attendees will have an opportunity to informally engage their colleagues, PSA staff, and speakers.

7:00 – 9:00 pm

Federal Room

Keynote Dinner

Guest Speaker: Hon. Brad Carson, Professor of Public Policy, Frank Batten School of Leadership and Public Policy, University of Virginia

Topic: Perspectives of a Former Congressman on matters concerning national security with a focus on U.S.-China relations.

(Confirmed)

Mr. Carson will offer perspectives on his time serving as an intelligence officer, as an Acting-Under Secretary, and as a Member of Congress. Mr. Carson will discuss issues relevant to U.S.-China relations.

9:00 – 10:00 pm

Federal Room

After-Dinner Reception

Informal conversations with guest speakers

Attendees will have an opportunity to informally engage their colleagues, PSA staff, and speakers.

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Airlie House – Dining Room Breakfast

Group A
Airlie House – Meadow Room
National Security Council Simulation
National Security Advisor: Mr. Robert Sheldon,
Head of Technology Strategy for Public Sector at
CrowdStrike
(Confirmed)

Participants will engage in a simulation where they are asked to negotiate a solution to a hypothetical foreign policy crisis.

Group B
Airlie House – Jefferson Room
Guest Speaker: Ms. Tamanna Salikuddin,
United States Institute of Peace
Topic: Fostering Peace Processes
(Confirmed)

Ms. Salikuddin will draw on her experience as the Senior Expert for Inclusive Peace Processes at the United States Institute of Peace with a regional focus of South Asia

Group B
Airlie House – Jefferson Room
Guest Speaker: Mr. Robert Cardillo,
Distinguished Fellow, Center for Emerging
Technology and Security, Georgetown University
Topic: How Geospatial Intelligence Supports
National Security, and Perspectives on
Integration in the Intelligence Community
(Confirmed)

12:00 – 1:00 pm

1:00 – 2:00 pm

2:00 – 5:00 pm

Participants will engage in a simulation where they are asked to negotiate a solution to a hypothetical foreign policy crisis.

2:00 – 3:30 pm

Ms. Salikuddin will draw on her experience as the Senior Expert for Inclusive Peace Processes at the United States Institute of Peace with a regional focus of South Asia



Fall 2019 Senate Participant List:

PAGE NO.